



State of California—Health and Human Services Agency  
**Department of Health Services**



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Director

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**MESSAGE FROM THE CANCER DETECTION SECTION**

**NOTICE OF PRIVACY PRACTICES**

**Effective April 14, 2003**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

The Cancer Detection Section -- including Cancer Detection Programs: Every Woman Counts; Improving Access, Counseling, and Treatment for Californians with Prostate Cancer (IMPACT); and California Breast Cancer Treatment Fund Program – must keep your health information private. We get information about you when you apply for services, and when doctors, clinics, and others bill us for your care. We also get medical information on your treatment when we approve your care. We must give you this Notice about the law and how we can use and share your health information and what your rights are.

**HOW WE MAY USE AND SHARE INFORMATION ABOUT YOU**

The Cancer Detection Section uses and shares information about you in operating the Cancer Detection Section programs. This information includes such things as your name, address, personal facts, medical history, and medical care given to you.

We use this information and share it with others for the following reasons:

- **For treatment:** Your doctor tells us about the medical care given to you, the results of that medical care, and other medical care you may need. We will share information with doctors, hospitals and others in order to get you the care you need.



- **For payment:** The Cancer Detection Section and others that work with us review, approve, and pay for health care bills sent to us for your medical care. When we do this, we share information with the doctors, clinics, and others who bill us for your care.
- **For health care operations:** The Cancer Detection Section may use your health records to check the quality of health care you receive. We may also use this information in audits or fraud investigations, or for planning and managing the Cancer Detection Section.

## **SOME OTHER WAYS WE MAY SHARE YOUR INFORMATION**

The law also allows the Cancer Detection Section to use or give out information we have about you for the following purposes:

- To call or write to you about your benefits under the Cancer Detection Section programs
- For public health reasons, such as reporting when diseases occur
- For legal and administrative cases, such as in response to a court order
- For research studies that meet all privacy law rules, such as research about disease prevention
- For purposes required by law, such as workers' compensation
- To agencies that oversee the health care system, for audits or investigations
- In appeals of decisions about health care claims paid or denied by the Cancer Detection Section
- To the federal government when it is checking on how we are meeting privacy laws
- To gather information that can no longer be traced back to you
- To other government agencies that give public benefits, such as Medi-Cal

We may give out health information about you to organizations that help us run our program, such as by paying bills. If we do, we will make sure that they protect the privacy of your information we share with them.

Some state laws limit the sharing of information listed above. For example, there are special laws that protect information about HIV/AIDS status, mental health care, developmental disabilities, and drug and alcohol abuse care. We will obey these laws.

## **WHEN WRITTEN PERMISSION IS NEEDED**

Before the Cancer Detection Section will use your personal information for any reason not listed above, we will get written permission from you. If you give us written permission to use or share your information for other reasons, you may take back your permission in writing at any time.



## WHAT ARE YOUR PRIVACY RIGHTS UNDER THE LAW?

You have the right to:

- Ask us not to use or share your personal health care information in the ways described above. We may not be able to agree with your request.
- Ask us to contact you only in writing or at a different address, post office box, or telephone number. We will accept reasonable requests when necessary to protect your safety.
- To see and get a copy of the information the Cancer Detection Section has about you. You may have someone else see and get a copy of the information the Cancer Detection Section has about you. The Cancer Detection Section has information about your eligibility, your health care bills, and some medical information that we use to approve services for you or manage your health care. You may need to pay a fee for the costs of copying and mailing records. We may keep you from seeing all or parts of your records when the law allows. If we do, we will give you information on how to appeal our decision.
- To change the records if you believe some information we have about you is wrong. We may deny your request if the information is not made or kept by the Cancer Detection Section, or the information is already correct and complete. If your request is denied, you may write a letter disagreeing with our decision, and your letter will be kept with your records.

### **\*\*\*\*IMPORTANT\*\*\*\***

**THE CANCER DETECTION SECTION DOES NOT HAVE COMPLETE COPIES OF YOUR MEDICAL RECORDS. IF YOU WANT TO LOOK AT, GET A COPY OF, OR CHANGE YOUR MEDICAL RECORDS, PLEASE CONTACT YOUR DOCTOR, CLINIC, OR HEALTH CARE PLAN.**

- You have the right to request a list of the times when we have shared your health information after April 14, 2003. The list will tell you what information we shared, with whom, when, and for what reasons. The list will not have when we gave information to you, or with your permission, or shared it for treatment, payment, or health care operations.
- You have a right to get a paper copy of this Notice of Privacy Practices when you request it. You can also find this Notice on our website at:  
<http://www.dhs.ca.gov/cancerdetection>



## **HOW DO YOU CONTACT US TO USE YOUR RIGHTS OR TO COMPLAIN?**

If you want to use any of the privacy rights explained in this Notice, or, if you believe that we have not protected your privacy and wish to complain, please call or write us at:

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| <p><b>Privacy Officer</b><br/>CA Department of Health Services<br/>P.O. Box 942732<br/>Sacramento, CA 94234-7320<br/>(916) 255-5259 or (877) 735-2929 TTY/TDD</p> |
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## **COMPLAINTS**

You may file a complaint by calling or writing the **Privacy Officer**, CA Department of Health Services, at the address and telephone number above. You may also call or write the Secretary of the Department of Health and Human Services, U.S. Office for Civil Rights, 50 United Nations Plaza, Room 322, San Francisco, CA 94102, telephone (800) 368-1019. Or you may call the U.S. Office for Civil Rights at 866-OCR-PRIV (866) 627-7748 or 866-788-4989 TTY/TDD.

**The Cancer Detection Section cannot take away your health care benefits or do anything to hurt you in any way if you file a complaint or use any of the privacy rights in this Notice.**

**If you have any questions about this Notice, and want more information, please contact the Privacy Officer, California Department of Health Services, at the address and phone number above.**

## **CHANGES TO NOTICE OF PRIVACY PRACTICES**

The Cancer Detection Section must obey this Notice starting on April 14, 2003. We have the right to change our privacy rules. If we do make any changes, we will rewrite this Notice and give it to you right away.



To get a copy of this notice in other languages, Braille, large print, audiocassette or computer disk, please call or write the Privacy Officer at the number or address on page 4.

如果你需要得到癌癥檢測處有關你個人隱私權利的資訊，請致電 (916) 255-5259。 (Cantonese)

Cancer Detection Section(암 탐지과)에 적용되는 개인 정보 보호권에 관한 정보를 원하시면 (916) 255-5259로 전화 주십시오. (Korean)

要是您希望获取癌症检测处有关您个人隐私权利的资料，请致电(916) 255-5259。 (Mandarin)

Если Вы хотите получить информацию о Ваших правах на неприкосновенность частной жизни, предусмотримых Отделом по выявлению раковых заболеваний (Cancer Detection Section), звоните по телефону (916) 255-5259. (Russian)

Nếu quý vị muốn có thông tin về quyền riêng tư của mình theo Ban Dò Tìm Ung Thư, xin gọi số (916) 255-5259. (Vietnamese)